

ONFYX YouthCatalyx

Foundation Clarity & Confidence Mapping

ONLINE ADMINISTRATION POLICY (Age 10–13 Years)

1. Purpose of the Online Evaluation

The Foundation Clarity & Confidence Mapping is conducted online to ensure:

- Standardised administration across schools
- Age-appropriate and guided digital access
- Structured and objective scoring
- Automated developmental profiling
- Secure and responsible data handling
 - ✓ This evaluation is a developmental reflection tool.
 - ✓ It is not an academic test, not a ranking system, and not a competitive assessment.
 - ✓ Its purpose is to understand early confidence, curiosity, and clarity patterns to support guided growth.

2. Participation & Institutional Acknowledgment

- ✓ Participation is developmental and aligned with foundational growth.

Before beginning, students must acknowledge:

- ✓ “I understand that this activity helps me understand myself better. It is not a test and will not affect my marks.”

For students aged 10–13:

- Institutional consent protocol must be followed
- School-level authorization is mandatory
- Parental awareness must be ensured as per institutional guidelines
- The evaluation should be supervised by a designated teacher or coordinator
 - ✓ Students may discontinue before final submission.

3. Data Privacy & Confidentiality

ONFYX YouthCatalyx maintains strict data responsibility standards:

- Individual student responses remain confidential
- No public display of individual scores
- No ranking or comparison lists
- No peer-to-peer performance comparison

Institutions receive only:

- Cohort-level Confidence distribution
- Curiosity distribution
- Clarity distribution
- Explorer / Builder / Emerging Leader pathway percentages
- Developmental guidance summary
 - ✓ Personal data will not be shared with third parties or used for unrelated promotional purposes.

4. No Ranking / No Labeling Policy

This evaluation:

- Does not rank students
- Does not label students as “strong” or “weak”
- Does not affect academic grades
- Does not influence subject allocation

It only:

- Identifies developmental orientation patterns
- Suggests suitable growth pathways
- Establishes an early developmental baseline

5. Fair & Age-Appropriate Administration Guidelines

To maintain integrity and accuracy:

- The evaluation must be completed individually
- No peer discussion during submission
- No external prompting of answers
- Teacher supervision is recommended for clarity
- Estimated completion time: 20–25 minutes
- Students should respond honestly and instinctively
 - ✓ Encouraging socially desirable responses may reduce developmental accuracy.

6. Interpretation Transparency

✓ **Students (through institution) may request:**

- Their individual development summary
- Explanation of recommended pathway

Institutions receive:

- Internal dashboard reports
- Aggregated cohort analysis
- Structured developmental recommendations
 - ✓ Individual reports are confidential and not publicly displayed.

7. Ethical Use of Results

Results shall be used only for:

- Confidence-building programmes
- Curiosity enhancement activities
- Foundational leadership exposure
- Mentoring and developmental alignment

Results shall NOT be used for:

- Academic grading
- Behavioural penalisation
- Public comparison
- Negative labeling

8. Technical Administration Policy

The online system will:

- Be accessible via mobile, tablet, or desktop
- Use secure submission forms
- Apply automated scoring algorithms
- Generate Explorer / Builder / Emerging Leader recommendation
- Provide structured developmental summary
 - ✓ All submissions are time-stamped and securely stored.

9. Developmental Basis

The 10–13 framework is built upon:

- Early confidence indicators
- Foundational curiosity patterns
- Initial leadership comfort
- Directional clarity development
 - ✓ It is designed as an early developmental guidance system, not a diagnostic psychological instrument.

Closing Institutional Statement

The ONFYX YouthCatalyx Online Administration Policy ensures that the Foundation Clarity & Confidence Mapping remains:

- Age-appropriate
- Development-focused
- Non-competitive
- Secure
- Structured
- Supportive
 - ✓ The purpose is early clarity and confidence building — not comparison or judgment.